



Onboarding a New Leader Check list

- ❑ **Individual Adult Volunteer Plan created**
Group Leader to work through the [IAVP Phase 1](#) with the new member, including role description, code of ethics, code of conduct, the Training Pathway, including on demand modules and where to book a course. This part of the plan is 12 months.
- ❑ **WWCC (Working with Children Check)**
New Leaders will require this to become a member of Scouts NSW, apply online at [Service NSW](#).
- ❑ **Application for Adult membership - New Leader**
Member to register for 'New Leader' membership via your formation's ScoutHub portal. Find your portal [here](#).
- ❑ **Reference Checks**
Initiated by the Region Office using external platform, Referoo. Member to respond to email from Referoo to input their referees, and system captures reference information.
- ❑ **National Police Check**
Initiated by the State Office. using external platform. Member to respond to email from NSW Police Portal and provide required identity documents.
- ❑ **Scouts NSW Email address**
Member to activate Scouts NSW email address, you need this for all Scouts communications
- ❑ **Scouts NSW Policies – the first ones to read**
Where to find the policy and what to do
 - [POL17 Youth Protection Policy and Procedure](#)
 - [POL03 Privacy Policy](#)
 - [Social Media Guidelines](#)
 - [Scouts Australia Child Protection Policy](#)
- ❑ **Scouts Australia program handbook received**
This can be downloaded at [Scoutshop.com.au](#) or a hard copy can be purchased

